References

• Make a conscious effort to develop and cultivate relationships with professors, employers, supervisors, business associates, and others who might speak highly of your past work or academic performance. For graduate school applications, faculty references might be given more weight. Personal references should be provided only if requested. Generally, you should provide the names of between 3-5 people as references.

• Graduate and professional schools usually provide their own forms or will provide instructions about the type of references they need. Give your references ample time to submit their recommendations before the application deadlines.

• Ask the people you have chosen if you may use their names as references, and ask them if they will provide you with a positive recommendation. Never provide anyone’s name as a reference without first asking permission to do so.

• To assist your references in discussing your background and strengths, you may want to supply them with your resume or your personal statement for graduate school. Also, inform them of your goals and provide information on the type of employment you are seeking.

• Generally, references should not be sent with a resume for employment. Wait until the interview, or until you are asked for this information, before providing references.

• Your list of references should be printed on the same resume-quality paper you will use for your resume and cover letter. Take several copies of your references page to an interview (see below for sample). Present your references page at the end of the interview or when requested.

• Write a thank-you note to your references to thank them for their time. Keep them informed of your progress.